

**Water/Wastewater Commissioners’
Meeting Minutes
October 28, 2014**

Present: Michael E. Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:03 p.m. and welcomed Mr. Steve Clifton, Underwood Engineers. Mr. Clifton distributed and explained the Excel financial spreadsheets and CIP tables he prepared in anticipation of the November 3, 2014 Sewer Rate Increase Public Hearing. Mr. Clifton will prepare information sheets to be distributed to attendees of the public hearing. Discussion followed regarding allowable uses of the Water and Sewer Department Fund Balances, calculated as the remainder of revenue accounts less expenditure accounts, as well as appropriate transfer of fund balance portions into capital reserve accounts. Commissioner Courage explained to Mr. Clifton that the Board of Water and Wastewater Commissioners possess the authority, per RSA, to transfer and withdraw funds from the Milford Water and Sewer Capital Reserve Accounts without prerequisite town meeting votes. He said the Board has utilized capital reserve account funds over the years to make conservative choices in order to efficiently and proactively update and improve aging water and wastewater systems and that Milford will need to consider possible replacement of the U.V. disinfection system as well as collection system projects to rehab or replace old clay pipe sections in town. The importance of transferring money into the Sewer Capital Reserve Accounts to fund future sewer projects was discussed. Mr. Clifton explained he had incorporated capital reserve funds in his computer models/tables. Chairman Putnam’s, Vice-Chairman White’s and Commissioner Courage’s questions were answered by Mr. Clifton during further review of the spreadsheets and information distributed. Director Boucher and Mr. Clifton discussed budgeted and capital improvement projects. At the commissioners’ request, Mr. Clifton’s handouts for the November 3rd public hearing will depict a comparison between an average size Milford residential sewer customer’s current 2014 quarterly bill with a proposed 2015 quarterly invoice bearing the proposed 12% sewer rate increase, calculated as an \$8 quarterly residential billing increase. Mr. Clifton agreed to include in the public hearing handouts the average “gallons per day” sewer rate cost data pertaining to NH communities with a population similar to Milford’s. The commissioners thanked Mr. Clifton for preparing a thorough presentation for this evening’s meeting. They look forward to his joining Attorney Drescher, Mr. Jack Sheehy, Director of Financial Operations, and the commissioners at the November 3rd public hearing. Director Boucher will invite the Wilton Sewer Commissioners to attend the November 3rd sewer rate increase public hearing, as well as schedule a mutually-convenient meeting for open discussion regarding a variety of topics.

Decisions

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the October 14, 2014 meeting. Commissioner Courage seconded the motion. All voted in favor.

Sewer Bill Interest Waiver Request – 40 Nashua Street – Following Director Boucher's apprising the commissioners of this property owners' request to have the \$11.22 interest portion of his previous sewer bill waived as a result of his payment mailed via USPS on July 3, 2014 not reaching the Water Utilities Department. Following discussion, Vice-Chairman White made the motion to approve this interest waiver request in the amount of \$11.22. Commissioner Courage seconded the motion. Chairman Putnam asked if anyone was opposed. There being no response, Chairman Putnam said this motion carried unanimously.

Discussion/Information:

Paving Project – Olive & Linden Streets – Commissioner Courage complimented Vice-Chairman White's expertise with calculating paving project costs due to his previous recommendation that the Milford Water Utilities continue to solicit additional price quotations, which had resulted in a \$10,000 project cost reduction. The commissioners unanimously agreed that Advanced Paving performed a good job on at a fair price. Director Boucher added that the Water Department crew completed the roadside clean-up details. The Water Department is awaiting the arrival of a flange hydrant. The Water Department foreman will compile this project's labor costs in order for Mr. Boucher to finalize the project spreadsheet of total costs.

T.F. Moran's West Elm Street Water Main Extension – RFP & Bid – Mr. Boucher reported the bid opening will be held at 2:00 p.m. on Monday, November 24th. He will send the bid documents to Mr. Jeff Kevan, T. F. Moran. Presently, the projected completion date will be August 29, 2015.

Dram Cup Hill Tank Rehab Project – Director Boucher reported the tank area has been prepped by the Water Department for the construction phase, and that DN Tanks will begin their work during early November. The October 22, 2014 preconstruction meeting minutes, attendance/sign-in sheet, and Project milestone chart were distributed. The estimated project completion date is November 26th.

2015 Draft Water Utilities Budget – Director Boucher distributed the first draft of the 2015 Water Utilities Budget and answered the commissioners' initial questions. The 2015 sewer budget appears 3.9% higher and the 2015 water budget appears 3.1% higher. Some new equipment costs have not yet been factored in yet, as quotes are still expected for replacing the 2003 water truck (with trade) and replacing the 2001 backhoe (with trade). The commissioner would like to see the sewer budget increase reduced further. Mr. Boucher will request the wastewater operations foreman to investigate the 100 size backhoe, obtain the hours of operation to date, and to obtain a service estimate. Mr. Boucher will obtain the F150 vehicle mileage and maintenance history. The 2015 budget will be discussed further during the next meeting after the commissioners have the opportunity to review the line item details more closely.

Activities Report – Reviewed by the commissioners; Mr. Boucher answered inquiries. Chairman Putnam commented that the Water Department's planned activities for week ending 11/1/14 had not been received.

Miscellaneous Water Utilities Department Project Updates – Director Boucher informed the commissioners that Mr. Dave Mercier, Underwood Engineers, is investigating cost and availability for replacement parts as well as upgrading to a newer ultra-violet disinfection system, as Trojan Technologies cannot guarantee parts for Milford’s long-standing system beyond March 2015. Mr. Mercier will present his findings during the November 12, 2014 meeting. Mr. Boucher explained he had spoken with Mr. Tom Roy, NH DES regarding the Fletcher’s Superfund Site. Commissioner Courage inquired whether CDM has provided the water and sewer maps yet. Mr. Boucher will follow-up with Ms. Jodie Lewandowski, Director of the Planning Department, who is updating the hand held GPS software. Brad Whitfield, Collection System Foreman will verify random GPS points to confirm manhole locations contained in the GPS software. Mr. Boucher will compile the edits to the Milford-Wilton Inter-municipal Agreement and forward it to the Wilton Sewer Commissioners.

Non-Public Session, RSA 91-A:3,II(d) Land

Vice-Chairman White made the motion to go into non-public session at 7:36 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Chairman Putnam seconded the motion. All voted in favor. At 7:58 p.m., Chairman Putnam made the motion to exit the non-public session and return to the public session. Vice-Chairman White seconded the motion. All voted in favor. Chairman Putnam announced there were no votes taken during the non-public session.

Future Appointments/Meetings:

The Sewer Rate Increase Public Hearing will be 6:00 p.m., Monday, November 3, 2014, in the Banquet Room, 3rd Floor, Milford Town Hall at 1 Union Square.

The next regular Commissioners’ meeting will be 6:00 p.m., Wednesday, November 12, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Putnam made the motion to adjourn the meeting at 7:59 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date

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